

CLASS TITLE:

ASSOCIATE DIRECTOR II (DOH)

Class Code: 02951300

Pay Grade: 48A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Health, to be responsible for the strategic direction, coordination, oversight, and evaluation of major public health programs across multiple divisions; to advise the Director and/or Deputy Director and serve as a subject matter expert in specialized and complex public health areas; to participate in statewide health initiatives and provide subject matter expertise to other partner agencies; and related duties as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of Health with considerable latitude for the exercise of independent judgement.

SUPERVISION EXERCISED: Plans, organizes, coordinates, reviews and evaluates the work of professional, nonprofessional, technical, clerical and other personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Health, to be responsible, as a subject matter expert in complex public health topics, for the strategic direction, coordination, oversight and evaluation of major public health programs across multiple divisions.

To advise the Director and/or Deputy Director and serve as a subject matter expert in specialized public health areas for the department and other partner agencies.

To participate in statewide health initiatives and provide subject matter expertise to other partner agencies.

To direct the work of major programs across divisions of the department; assigning, monitoring, planning, coordinating, directing, and reviewing programs, staff, contract relationships, and collaborative ventures to achieve the department's mission.

To produce periodic policy and planning documents concerning the work of divisions., addressing issues of current and future public health impact and coordinating with other divisions of the department.

To serve as an integral member of the department's executive leadership team and exercise leadership and direction consistent with the department's overall goals and objectives.

To review existing laws, proposed legislation, rules and regulations and report thereon to the Director as they relate to the department's functions.

To make recommendations to the Director in the formation of the department's legislative agenda and strategic goals.

To evaluate programs as to effectiveness in achieving the department mission and efficiency in meeting objectives, and to revise programs and policies to enhance effectiveness and efficiency.

To develop budget and grant proposals to obtain state, federal and foundation funding for public health programs and to implement and monitor the effectiveness of such resulting programs.

To be responsible for evaluating and recommending modifications to departmental fees, assessments, and penalties.

To assist the Director in formulating departmental and statewide public health policy and budget to achieve our mission.

To prepare, administer and monitor program budgets of multiple divisions.

To coordinate program and policy development and implementation with other divisions, other state agencies, the federal government, other states in the region, and private organizations.

To develop and maintain appropriate advisory groups for programs within the division.

To direct the development of a workforce of the division, support diversity and excellence, and nurture collaboration with communities, municipalities, and health equity entities.

To work within the political structure to achieve the department's mission, including written and oral testimony before legislative and policy bodies.

To oversee the administration of statewide health programs involving a variety of public health and governmental activities to support public health.

To oversee and direct the support of public health areas under the authority of the department for multiple divisions of the department. Such divisions engage in a variety of functions, which may include but are not limited to proper licensing, oversight, and management of the entities and professionals regulated under the auspices of public health, serving the public in a variety of ways to ensure public health and the maximization of opportunities for education and assistance in preventative and maintenance of health globally, overseeing state laboratory and medical examiners functions, disease surveillance, prevention, and control, environmental health improvements and other public health functioning as defined by state or federal regulation or statute.

To represent the Department to outside groups and forums, as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of public health programs and the ability to apply such knowledge in the administration, evaluation and improvement of major statewide public health programs; the ability to prepare and submit recommendations for amendments to or revisions of existing laws and regulations relative to public health programs and policies and to recommend new legislation and regulations relating to public health; the ability to coordinate public health activities for the improvement of the health of the public; the ability to plan, organize, review and evaluate the work of a staff of professional, technical, clerical and other personnel engaged in providing effective services in public health programs; the ability to establish and maintain effective working relationships with division directors and others with the department, other agencies, community, business enterprises and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a Doctorate in Public Health or a closely related field from an accredited institution of higher learning; or possession of an advanced degree in a related field and a Master's in Public Health from an accredited school; or program in Public Health; or possession of a Master's degree in Public Administration, Business Administration or a closely related field; and

Experience: A minimum of five years employment in a high level supervisory or leadership position in a public or private agency involving major responsibilities for the administration of public health programs and coordination of various organizational and program activities in a field related to the mission of the department.

Class Created: November 8, 1987

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